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TO : Chief, Staff III, OPC

FROM : Finance Division

SUBJECT: Notice to Using Offices of Current Procedures and Available Facilities

Document No.	19
No Change In Class	10 October 1950
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth:	HH 73-2
Date:	22-9-78
By:	35

1. The rapid expansion of OPC has made it necessary to more than double the staff of the Finance Division OPC certifying and liaison officer and to make appropriate adjustments in the work assignments of personnel in the various branches and units serving the Agency as a whole. If present trends continue, it appears that further assignments and adjustments will be necessary. In this connection we have initiated a replacement and training program which will provide, if necessary, for the allocation of work by OPC divisions or geographical areas to additional employees.
2. Contributing to the necessity for realignment of facilities is the substantial volume of OPC business, notably routine matters, pertaining to travel orders, advances, and vouchers, which is conducted on a "walk through" basis. It appears that most travel order requests and accompanying requests for travel advances are picked up by the traveler or his representative after approval within his division or staff and are carried by hand to the Finance Division where he waits for the necessary processing and issuance of the advance. Due to the relatively large number of new employees who must handle this business, and to the fact that many proceed abroad or are reassigned at an early date, we find that it is necessary to conduct an information service which is reasonably successful on an individual basis; however, it is a continuing problem because of the rotation. Many of these employees are not aware that within the Finance Division there is a Registry Unit, Accounts Branch, Payroll Section, Allowance Section, Travel Section, Leave Unit, Credit Union, Hospitalization and Life Insurance Unit, and administrative services in addition to the well-known Disbursing Office and Certifying and Liaison staff detailed exclusively to OPC activities.
3. Another factor which contributes to misunderstanding and delays is the necessity to handle various types of OPC business such as staff employee accounts and agent accounts under different security standards. As a result, an employee who learns the procedure for obtaining a staff employee travel advance may be confused and utilize a considerable amount of time in processing his next case which may be one of the agent accounts.
4. In addition to providing more personnel, we believe that a great deal of confusion may be eliminated, resulting in a worthwhile savings in time if we could issue a notice to the various divisions, staffs and employees concerned. This notice should briefly describe the various organizational units of the Finance Division, procedures which will permit the conduct of routine business

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in a minimum of time and the physical location to which various routine documents should be submitted.

5. Because of the anticipated further realignment of personnel and services, we believe such notice, although widely distributed, should be controlled in a manner to provide recall and revision in order to eliminate the possibility of outstanding erroneous instructions after such changes are made.

6. If you agree with the above, it will be appreciated if a member of your Staff can review drafts of such notice now being prepared in the Finance Division with a view toward issuance as a controlled OPC notice at an early date and in a form which will be most useful to all concerned.


Deputy Chief, Finance Division

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